

## Vacancy

The Red Cross Red Crescent Climate Centre is the expertise centre of the International Red Cross and Red Crescent in the field of climate change and climate disasters. The Climate Centre's mission is to help the Red Cross and Red Crescent Movement and its partners reduce the impacts of climate change and extreme weather events on vulnerable people.

### Part time Grants Assistant

**Start date:** February 15, 2024

**Duration:** 1 year (20 hours per week); may convert to fulltime

#### Position Description

The Grants Assistant at the Climate Centre plays a pivotal role in supporting the Contracts & Compliance Manager in managing grant-related processes and ensures compliance with donor requirements. The role of the Grants Assistant involves organizing and maintaining grant-related files, conducting background checks on staff involved in projects, and assisting with due diligence forms. The Grants Assistant also contributes to creating new projects in the financial system, Exact, and ensuring that budgets are accurately updated. We are looking for an energetic, motivated, and diligent individual with exceptional writing and communication skills. We offer the opportunity to assist in the coordination and management of a varied portfolio of climate and sustainability projects in a dynamic international environment with high professional standards in our global office.

#### Key Responsibilities

##### 1. Managing Grant-related files and documents:

- Ensure the accuracy, organization, and compliance of grant-related files and documents
- Maintain a systematic filing system to facilitate easy access and retrieval of information

##### 2. Data entry

- Generate monthly overview of reports due
- Update Asana project overview and reports due with relevant information about new projects
- Set up new projects in the financial system, Exact, and upload the project budget
- Update budget changes in our financial system (Exact)
- Contribute to filling out due diligence for external donors

##### 3. Proposal coordinating (if converted to a full-time position)

- Track submission deadlines
- Coordinate technical program team, finance, and contract to complete various elements of a proposal
- Formatting and submission of proposals

## **REQUIREMENTS**

**Education:** Bachelor level education

### **Skills and abilities:**

- Experience working with basic formulas and tables in MS Excel
- Excellent command of English (both written and spoken)
- Knowledge and interest in project management and contracts (prior experience a plus)
- Knowledge and interest proposal development/coordination (prior experience a plus)
- High computer literacy (MS Office)
- Experience working in Asana a plus
- Excellent analytical skills
- Interest in climate change and climate disaster mitigation
- Ability to work well in an inter-cultural team
- Ability to work independently with a primarily remote-based team
- Takes initiative, demonstrates creativity, has a positive attitude and a high level of professionalism

**Language:** Proficiency in English is required.

**Location:** Must have the right to work in the Netherlands. This is a hybrid-based assignment and the Grants Assistant must be able to join other Netherlands-based staff in the office once a week.

### **We offer**

A flexible and people-oriented working environment with room for initiative and development. A contract for 1 year with the possibility of extension. The full time (40 hours per week) salary for this position is between € 2.719,41 and € 3.347,69 gross per month (scale 7 of the Climate Centre salary scales) depending on education and work experience. Selected elements of the Netherlands Red Cross Collective Bargaining Agreement apply.

### **How to apply**

We would like to receive your application (in English); a CV and motivation letter, addressed to Olette Manhoudt, HR officer at the Climate Centre at [application@climatecentre.org](mailto:application@climatecentre.org). We will review the applications on a rolling basis. Once a successful candidate has been identified, this vacancy will be removed. A reference check may be part of the selection process.

### **Further information**

For further information about the position, please contact Ashley Hoek, Contracts & Compliance Manager at the Climate Centre at [hoek@climatecentre.org](mailto:hoek@climatecentre.org).

For more information about the work of the Red Cross Climate Centre, visit [www.climatecentre.org](http://www.climatecentre.org)

Twitter: @RCClimate

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LinkedIn: Red Cross Red Crescent Climate Centre

*Acquisition as result of this vacancy is not appreciated*